

Using GoogleDocs



You can use GoogleDocs to upload, create, save, and share documents, spreadsheets, and presentations.

Getting Started

Visit <http://docs.google.com> to create an account.

Creating a GOOGLE DOCS account

User Name: Gaggle Email address

Example sdugan1@umasd.gaggle.net

Password: Student selected

MUST BE 8 CHARACTERS LONG

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Ex. ssmith1@umasd.gaggle.net

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

NOTE

Your password **MUST**
be 8 characters long

☒ Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

☒ Enable Web History.

BE CAREFUL that you type your gaggle email **correctly**. You must verify the google account you create by clicking on a link sent to gaggle in order for your account to work properly.

It could take up to 24 hours to get the verification email in gaggle, but once it is verified you will be able to use your google account.



Account Verification Needed

The account you attempted to sign in to is not yet activated. The associated email address needs verification. In order to verify that the email address associated with your account is correct, we have sent an email message to that address. To activate your Google Account, please access your email and visit the verification URL provided.

To have the verification email resent to khokanson@umasd.gaggle.net, [click here](#).

Although your Google account will not be fully activated until the verification step is completed, you may [continue to use the service](#) with limited access.

If you mistakenly entered the wrong email, please [click here](#) to change your email address.

Verifying your account

Visit <http://www.gaggle.net> to check your email

Gaggle.Net Welcome, kristin hokans
My Account , Log C

Check Mail Compose
Jump To Menu
Search Messages

Inbox

From	Subject	Date	Size
accounts-noreply@google.cc	Google Email Verification	Tue 3:33 PM	4.0

In your gaggle.net inbox there will be an email from google

Google Email Verification Tue 15 Sep 2009 03:33:14 PM -0400
accounts-noreply@google.com To: khokanson@umasd.gaggle.net; khokanson@umasd.gaggle.net Compact Header

Welcome to Google Accounts. To activate your account and verify your email address, please click the following link:
http://www.google.com/accounts/VE?service=writely&c=CJecK8y33ZO9AxCR_tmjht2x3Fo&hl=en

NOTE Please print this page for your records. You'll need your verification link if you lose access to your account (for example, if you forget your username or password).

If you've received this mail in error, it's likely that another user entered your email address while trying to create an account for a different email address. If you don't click the verification link, the account won't be activated.

If you didn't request this email, but you decide to use this account, or delete it, you'll first need to reset the account password by entering your email address at:
<https://www.google.com/accounts/ForgotPasswd?fpOnly=1&continue=http%3A%2F%2Fdocs.google.com%2Fthanks.htm%3Fafter%3Dhttp%253A%252F%252Fdocs.google.com%252F&followup=http%3A%2F%2Fdocs.google.com%2Fthanks.htm%3Fafter%3Dhttp%253A%252F%252Fdocs.google.com%252F&service=writely&t=null>

Click the link to verify your account

Once your account has been verified you will get this message and you can start using googledocs



Email Address Verified

Thank you for verifying your Google account. Your account is now activated.

[Click here to continue.](#)

Mail Calendar Documents Photos Reader Sites Web more ▾

khokanson@umasd.gaggle.net | [Offline](#) | [Settings](#) | [Help](#) | [Sign out](#)

Google docs

Any documents that are shared to your gaggle email Will show up in your googledocs account

New Upload Share Move to Hide Delete Rename More actions ▾

All items

- Owned by me
- Opened by me
- Starred
- Hidden
- Trash

Invite people...
Get the link to share...
See who has access...

Paige Taormina
Gaggle.net
Scot

12/8/08



For More info go to:

<http://www.umasd.org/tmm> > [Web-Based Applications](#) > [GoogleDocs](#)